

The **Parks and Recreation Board** met Monday, August 17, 2015, 4:30pm, at the Parks Office. Present at said meeting were Pat Flannelly, Karen Springer, John MacDonald, and Board Attorney Andy Gutwein. Jan Fawley, Pennie Ainsworth, Bess Witcosky, Chris Foley, Dan Dunten and Cheryl Kolb represented the department. Mayor John Dennis and Council Representative, Ann Hunt, also attended. Absent was Park Board member, Jeff Love.

Pat convened the Board at 4:33pm.

### **Swear in Linda Eales, new Park Board member**

Mayor John Dennis swore in the newest Park Board member, Linda Eales. Linda replaces Aimee Jacobsen, who resigned mid-June.

### **Consent Agenda Items**

#### **Minutes**

Jan noted a correction to the minutes was necessary to remove Council President from Ann Hunt's title, noting it should be Council Representative. The correction was made and now reflects in the July minutes.

### **Staff Management Report**

#### **1. Upcoming Program Dates:**

- 8/19: Summer Stroll @ Cumberland Park w/ Wabash Runner's Club as leaders
- 9/5: Global Fest @ Morton Center
- 9/20: Art on the Wabash, Tapawingo Park
- 9/27: Library Family Fun Day

#### **2. Pennie Ainsworth, Assistant Superintendent's Report**

- a. Tournament play for both the coed and men's league will be completed by Thursday, August 13.
- b. Our last Global Fest committee meeting is August 14. Purdue Federal Credit Union and Wessler Engineering have both donated \$2,000 so we have reached our goal of \$15,500. Next year's Global Fest will be on Saturday, September 17. The event will be held on campus, and will be hosted by the International Center. The City will still be involved with the event.
- c. Lafayette Kiwanis Club is raising funds for a new playground for Cumberland Park. They have chosen Miracle playground equipment, colors will be blue and yellow and the welcome sign will have the Kiwanis logo. Total installed price is \$35,378. That does not include surfacing material or ground preparation, which we are committed to doing.
- d. I will be requesting funds from the Redevelopment Commission to have the fences fixed at both Arni Cohen fields. Total cost is less than \$5,000.

#### **3. Chris Foley, Recreation Director's Report:**

- a. 289 participants registered for the summer Tennis program. Tennis lessons were offered at Happy Hollow School and the Varsity Tennis courts at Cumberland school. The tennis program is coordinated by Tim Wright, West Lafayette's Varsity Tennis Coach. This season we were down by 13 participants. This may have been due to the road construction on Cumberland Avenue.

- b. 31 incoming 6<sup>th</sup> & 7<sup>th</sup> graders participated in a 5-day non-contact football clinic. West Lafayette Varsity Football Coach, Shane Fry, along with his coaching staff and varsity players offered instructions in the football fundamentals.
- c. The Municipal Pool closed on Sunday, August 9. This summer's unseasonably wet and cool weather kept attendance down this year. Sue Mattern, our Aquatics & Rink Manager, will be retiring on Sept. 25 after almost 13 + years. Sue's advanced aquatics experience helped to keep our pool safe and well maintained.
- d. Summer is winding down, but Fall planning is in full swing. The staff has been working on the Fall brochure. The brochure will be mailed by the end of August. The Fall brochure contains programs that will continue through December. Mail-in registrations will begin immediately. All other forms of registrations (phone in and walk in) will be accepted on Sept. 8.

**4. Bess Witcoskey, Morton Center Director:**

- a. **Final Summer Stroll: August 19** the stroll will take place at Cumberland Park at 5:30pm, with special guests Wabash River Runners Club and Officer Janet Winslow.
- b. **Coming Soon! New classes at Morton for Fall 2015:**
  - Leaping through Literature- parent/child dance exploration
  - Stage Combat for adults
  - Beginning Crochet
  - Get Fit Bootcamp and Turbo Kick fitness classes
- c. **New Workshops:**
  - Mother Daughter Yoga
  - Guitar Essentials
  - Halloween Mask Decorating for children or adults
  - Ornament Decorating
  - Party in the Pottery Studio for Youth or Adult and Large group Pottery Workshop
- d. **Community Events:** Parks and Recreation will be represented throughout the month of August at several community events and Fairs including: Mosey for the Arts, International Grad Student Fair, Grad Student Fair, and the Boiler Bridge Bash

**5. Jon Munn, Parks Director Report:**

- a. Due to the storms and flooding in late July we had severe tree damage at Tapawingo Park on the trail heading south. Our crew, with the help of Deaton tree service, spent several days on the cleanup.
- b. Followed up with Ike's sewer service on repairs made to the main sewer lateral at the main parks office.
- c. General maintenance of toilet issues on two toilets in the women's restrooms at the Morton center
- d. Made repairs to main gate at Happy Hollow Park that was hit by a car.
- e. Assisted the West Lafayette Neighborhood Resource Team with mowing the property and clearing the sidewalk at 1108 Riverton Street.
- f. Cleared brush along Kingston from Rose Street to the school so that children can safely use sidewalk as the start of school approaches.
- g. Installed following signage: at softball fields "watch out for flying softballs" ; "no fishing" at Celery Bog; shelters in Happy Hollow "please help keep shelters clean"

- h. Met with the Wabash River Enhancement Corp. to view the Wabash River Corridor master plan and how that that will impact West Lafayette parks and related properties.
- i. Participated in 5 interviews of potential employees to fill the open Maintenance tech position
- j. Attended Tools for Identification and Removal of Invasive plant species at the Wright center with Bob Cheever, hosted by the Purdue Extension office.
- k. Delivered soccer goals to Cumberland Park for the start of soccer season.
- l. Had a discussion with the Purdue Engineering Club about the decision to not move forward with upgrades to the tube run at Happy Hollow. We did discuss the possibility of them helping with some erosion control measures at Happy Hollow and have a meeting scheduled for 8-17-15 to check out the possibilities.
- m. Installed stop sign on Cattail Trail on the east bound intersection at the entrance to the cottages at Lindberg.
- n. Met with Sue Mattern and John Heitmiller to discuss issues of closing the Happy Hollow pool for the season and the tests required to determine where the pool is leaking. Had discussion with Spear Corp. in regards to contractor to assist with pool repairs.
- o. The parks maintenance crew has been spending time on general fleet maintenance of equipment and trucks as we wind down the mowing season.
- p. Had discussion with Nick Schenkel at the West Lafayette Public Library about the installation of the Little Free Library project to be installed in West Lafayette city parks.

#### 6. Dan Dunten, Stewardship Director's Report

- a. **Volunteer Groups and Individuals** – We had two groups that volunteered to do work for our department. Fifteen Duke Energy linemen spread two large piles of mulch on trails at the Celery Bog Nature Area and eighteen members of the Purdue Student Union Board painted the bridge near Shelter #4 in Happy Hollow Park.  
Two individuals did some tree trimming for us also. Paul Butler worked around the Lilly Nature Center and John MacDonald trimmed at University Farm Park.
- b. **Community Foundation of Greater Lafayette** – Jan and I had an opportunity to share information to the Donor's Group of this agency. Following the presentation, I led them on a short walk and we discussed what we saw. They asked us what some of our needs are for the department, so we were able to share some ideas.
- c. **Enhancing the Value of Public Spaces** – Jan and I had our second meeting with Purdue representatives to discuss how this program could be utilized to enhance and enrich our efforts to develop a new 5-year master plan for our department. Staff are now asked to start formulating lists of potential local individuals who could assist with this process.
- d. **Interviews** – We interviewed five individuals to fill the position that concentrates on parks beautification. Hopefully we can get someone to help out soon.
- e. **Wednesdays In The Wild** – We are finalizing all the plans for these programs for the final three months of the year.

**7. Janet Fawley, Park Superintendent's Report:**

- a. Happy Hollow Road is now southbound only, and will remain that way through the duration of the project. Follow the link to view the project elements according to their timeline. [http://www.westlafayette.in.gov/egov/docs/1428006122\\_148010.pdf](http://www.westlafayette.in.gov/egov/docs/1428006122_148010.pdf)
- b. The trail from Morehouse Road to Trailhead Park on Kalberer Rd is still closed for the next month or so. I have worked with their consultant to push getting the trail back open.
- c. Cattail Trail Extension (from Walmart to Yeager) had final walk-through, and final punch list has been sent to contractor. Trail dedication TBD.
- d. Received the new PA system for the Lilly Nature Center.
- e. Mt w/ Mary Cutler & Allen Nail of Tippecanoe Parks Dept. regarding Naturalist programs.
- f. Ken VanderHoff & family have vacated the house at Happy Hollow; Tom James will become the new caretaker at Happy Hollow.
- g. City employee walking program completed – Jets won.
- h. I have met and/or talked with numerous consulting firms regarding the 5-year Master Plan. There is a great deal of interest.
- i. Completed RFQ's for Cumberland Barn Siding, Demolition of Cumberland house – both RDC projects.
- j. Made recommendations to RDC for Simon Construction to work on Happy Hollow Ravine Footpath.
- k. Interviewed five individuals to fill Maintenance Tech 2 position.

**8. Larger Projects to be completed this year**

- a. Cumberland Barn siding (RDC funds)
- b. Pool leak(NR Capital Pool Fund)
- c. Riverside Ice Skating Rink (CCD R/M services)
- d. HH Maintenance Building-Modine Heaters(2) (CCD fund)
- ✓ Tractor repair (CCD)
- e. Morton Center Mirrors for Rms 202 & 206 (NRO Fund)
- f. Morton Center Parking Lot to be resealed / striped & Basketball courts to be resealed lines(CCD funds)
- g. ADA Works @ Tapawingo (RDC Funds)
- h. Playground Safety Surfacing at all playgrounds(CCD Funds)
- i. Happy Hollow Ravine Trail (RDC Funds)
- j. Celery Bog Nature Area Sign/Public Art (RDC)
- ✓ Tapawingo Park Public Art(Complete)

**Claims** – provided online initially; then at meeting

Karen motioned to approve the above Consent Agenda items as presented. John seconded the motion and the motion carried.

**Old Business**

**Opening RFP's for five-year master plan**

Jan reported thirteen Requests for Proposals were sent out. Of those thirteen, nine proposals were received for the Five-Year Master Plan. The following proposals received are as follows:

Browning, Day Mullins, Dierdorf Architects  
Butler, Fairman & Seufert  
Context Design Landscape Architecture  
Green 3  
HWC Engineering  
Lehman & Lehman, Inc.  
Martin Riley  
Design Workshop  
MKSK

Linda motioned to approve taking the proposals under advisement. Karen seconded the motion, and the motion carried.

**New Business**

**Special Request – Morton Center**

Linda Eales requested to be removed from voting on this item, due to her involvement with the request/event. Linda proceeded to provide information regarding the event, noting it will be a Trivia Night Fundraiser with Nick Rogers as a benefit for the West Lafayette Public Library. The cost per participant is \$15 each and teams will range from 5 – 10 people. In addition to hosting the event at Morton Community Center, the presenters are requesting the rental fee for the facility be waived. They are also requesting the approval of serving alcohol during the event. Discussion followed. Pat motioned to approve the request to waive the rental fee for the event, and for alcohol to be allowed, with the provision that serving ends one-hour prior to the conclusion of the event. John seconded the motion, and the motion carried. The following votes are recorded as 2 – Ayes, 1 – Nay

**Agreement with WL Public Library**

Jan offered information regarding the Parks and Recreation Department partnering with the West Lafayette Public Library to offer the Little Free Libraries in the Parks Program in two of our parks, Lommel Park and Lincoln Park. The program would provide a box to offer books to read for the public and a deposit box for people to return the previously read books, noting the different responsibilities of the Library and the Parks department for the program. Discussion followed. Pat entertained a motion to enter into agreement with the West Lafayette Public Library for the Little Free Libraries in the Parks Program. Karen motioned to approve the request as presented. John seconded the motion, and the motion carried.

**New-Hire for the Parks Department**

Jan noted an offer was made to a candidate, but the candidate declined. The committee will reevaluate the remaining candidates.

**West Lafayette School Board** – Karen reported on the following:

- At our August regular School Board meeting, we honor our previous year's retiring teachers and staff. On Wednesday, August 12, we honored eight. Their service to the WLCSC ranged from 13 years to almost 45 years. We are sorry to lose their collective expertise, but wish them well during their retirement years.
- Board member, Diane Sautter, submitted her resignation. There is 1 ½ years left on her 4-year term. State statute outlines the procedure for a Board Appointment to Fill a Vacancy. The procedure and requirements to serve are posted on the WLCSC website. We are accepting applications from August 13 – August 21. We will interview on September 2 and make an appointment at our September 9 meeting. If you know of anyone interested, please direct them to this document.
- School began last Wednesday, August 12. Please drive with extra caution around the schools, paying particular attention to walkers, workers and stop & go buses.

**Wabash River** – Jan reported she emailed the WREC newsletter to everyone, noting it is a good indicator of everything currently going on.

**Public Comment**

Ann Hunt reported Art on the Wabash, a juried event, is scheduled for Sunday, September 20, 10 am – 4 pm.

Nick Schenkel offered thanks for encouraging the development of reading in the community, noting they are hopeful the Little Free Libraries and book returns will encourage more reading, reporting their circulation is up in the first six months of this year from last year.

Jan reported a complaint was received regarding softball players parking at a business across from the Blessed Sacrament field and using the restrooms of the business. We will make sure that all players are notified next year, and will ask the church about adding a port-a-let for next year.

Jan reported, Jerry Lewis, has issued a complaint pertaining to the area of the trail that is closed from the sign on Kalberer Road, down to Morehouse Road. He has complained about the sandbags in that area breaking down, and he doesn't even know why the sign is there. Jan pointed out the sign is there due to construction in the area, which has begun. There is fencing near/on the trail, and the trail is currently not accessible by foot or by bike. He also issued a complaint about the pavement of a section of the trail, at Trailhead Park, which has buckled nearly a year ago and not been repaired. Jan reported we have a contract with someone to make the repairs, and are waiting for them to begin the work.

**Other**

**Cash/Change Fund**

Pennie presented a request to establish a Cash/Change Fund of \$500.00 and a Petty Cash Fund of \$200.00 for Global Fest 2015, both to revert no later than November 27, 2015. Karen motioned to approve the request as presented. Linda seconded the motion, and the motion carried.

Jan noted the ribbon cutting for the new Cattail Trail Extension will take place on Monday, September 21, at 11:30 am, with the Park Board Luncheon following at 12:00 pm @ Lilly Nature Center.

**Adjourn**

Linda motioned to adjourn the meeting. John seconded the motion, and the meeting adjourned at 5:16 pm.

**Next Meeting Date**

The next Park Board meeting will be Monday, September 21, 2015 at the Parks Office.

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Presiding Officer

*File: Cheryl/2015 Park Board Minutes/Minutes#08/August 2015*

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Secretary